

City Recorder / Legal Assistant

FLSA Status – Non-Exempt

EEO Code – C/Professional

Class Code – E291

GENERAL DESCRIPTION OF THE DUTIES

This position provides advanced administrative and legal support to the City Manager, City Attorney, Mayor, and City Council. The City Recorder maintains the City Code, is responsible for its codification, and is the custodian of city-wide permanent public records, including the City's archives. Additionally, the position provides technical, paralegal, and analytical support directed toward the delivery of legal services the City. This classification is a confidential position.

SUPERVISION RECEIVED

This position receives direct supervision from the City Attorney.

SUPERVISION EXERCISED

This position may assign work to the Administrative Specialist I; however, full supervisory responsibility is not a typical function assigned to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

City Recorder

1. Provides confidential administrative support to the Mayor, Council, City Manager, and City Attorney.
2. Administers the statutory obligations of the City Recorder, including but not limited to maintaining the City Seal, serving as the City's historian and archivist, serving as chief election officer, and developing and implementing a comprehensive records management system.
3. Serves as elections officer for the City. Coordinates and conducts City elections.
4. Researches election laws to ensure continuous compliance with legal publication and other requirements for City elections. Prepares all necessary paperwork for Mayor, City Council, and bond measure elections and ensures all deadlines are met.
5. Acts as liaison between the Mayor, Council, City Manager and Department Directors and the general public.
6. Acts as custodian for City ordinances, resolutions, deeds, and contracts.
7. Maintains the City's *Charter* and the Municipal Code

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8. Responds to citizen inquiries and complaints, and coordinates resolution; interprets City policies and procedures for the general public; and responds to public records requests and citizen inquiries regarding ordinances, resolutions, rules, and regulations concerning City governance issues.
9. Oversees the preparation of materials for the Council meetings, including agendas, minutes, ordinances and resolutions, and other Council documents, to ensure accuracy and appropriate distribution; and works with City departments to ensure that information necessary for agenda items is complete.
10. Coordinates various City-wide activities and special administrative projects.
11. Schedules and/or coordinates special meetings, seminars, and conferences for the City; makes appointments for the Mayor, Council, and City Manager,
12. Participates in budget preparation and administration; and monitors expenditures.
13. Establishes and maintains records for the Mayor, Council, and City Manager.

Legal Assistant

14. Applies knowledge of City regulations and procedures in answering public inquiries.
15. Drafts reports, summaries, ordinances, resolutions, contracts, correspondence, and legal pleadings. Proofreads and checks citations in documents.
16. Maintains legal files; designs and maintains cross-reference filing index and reminder systems.
17. Compiles and codifies ordinances. Prepares and coordinates dissemination of updates to the Municipal Code. Maintains and updates online versions of code utilizing various software programs.
18. Assists City Attorney in responding to public records requests.
19. Updates and maintains legal library.
20. Investigates facts of tort claims to assist City's insurance company in defense, and serves as a point of contact with insurance company for tort claims.
21. Modifies current forms and/or creates new forms.
22. Compiles and analyzes data and prepares reports for elected officials and the City Manager.

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OTHER JOB FUNCTIONS

1. Maintains professional currency by participating in professional conferences and training, and engages in on-going knowledge and skill development in the municipal recorder and paralegal fields.
2. Performs notary public duties.
3. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Working knowledge of the principles and practices of public administration for elected council/commission operations, organization, and work processes;
- Specialized knowledge of the principles, legal requirements, and techniques used in records management, including retention scheduling, archiving, storage, public access, and destruction;
- In-depth knowledge of laws, regulations, and codes applicable to the City Recorder's areas of responsibility;
- Modern office practices and procedures;
- Computer hardware and software used in providing advanced administrative support;
- Local government, City, and departmental policies and procedures;
- Governmental record keeping and recording;
- Research methods and data collection;
- Business English and grammar;
- Budgeting and fiscal monitoring;
- Law office administrative practices and procedures;
- Terminology, forms, documents, and court rules and requirements used in legal drafting;
- Legal reference materials;
- Standard legal forms and documents and their uses and formatting requirements;
- Working knowledge of rules and procedures governing civil and criminal courts and public agencies;
- Statutory deadlines for responding to and/or filing pleading documents;
- State and City regulations regarding the maintenance and disclosure of public records;

Skills in:

- Communicating clearly and effectively both orally and in writing;
- Analyzing problems and developing solutions;
- Demonstrating accuracy and thoroughness; looking for ways to improve and promote quality; applying feedback to improve performance; and, monitoring own work to ensure quality;

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- Interpreting and applying complex policies and procedures;
- Using resourcefulness and tact in explaining difficult procedures and regulations to elected officials, senior managers, and members of the general public;
- Multi-tasking and planning and organizing work to achieve goals and objectives;
- Coordinating the activities of elected officials and the City Manager with appropriate sensitivity.
- Establishing and maintaining effective working relationships with diverse members of the public, City employees, community organizations, and government partners;
- Researching, analyzing, and summarizing data;
- Preparing reports and legal documents;
- Resolving conflicts; and
- Using techniques to maintain and secure confidential information.

Abilities to:

- Plan, sequence, and integrate the functions and processes supporting City Council proceedings;
- Organize, interpret, explain, and apply laws, codes, and regulations applicable to the City Recorder responsibilities;
- Organize, interpret, and explain records management, retention, and access policies and requirements to officials, managers, and the public;
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility;
- Establish and maintain effective working relationships with employees, officials, committees, and the general public;
- Compose correspondence and prepare standard legal documents from brief instructions;
- Maintain high standards of confidentiality, integrity, and diplomacy; act with courtesy and tact during stressful and/or confrontational situations;
- Read, understand, interpret, and apply complex documents such as the contracts, labor agreements, insurance documents, and state and federal regulations;
- Organize facts and present recommendations in a clear, concise, and logical manner;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Operate a computer, calculator, telephone, fax machine, and other related office equipment;
- Accomplish assigned functions with little supervision and within the time periods required; and
- Manage multiple priorities.

EDUCATION AND EXPERIENCE

This position typically requires a Bachelor's degree in public administration or business, and two years of progressive administrative support or records management experience.

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Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would include at least two years legal or executive level administrative experience, preferably in a local government setting.

PREFERRED EXPERIENCE AND TRAINING

Possession of the Oregon Municipal Recorder and/or paralegal certification preferred.

PHYSICAL DEMANDS OF THE POSITION

This position involves decision-making, interpersonal skills, teamwork, creativity, customer service, fluent English, use of discretion, basic math, and independent judgment. The person working in this position must be able to communicate, reach, use repetitive motion of hands/wrists; and push, lift, pull, and carry 10 pounds. The work requires extensive computer work. Qualified individuals with a disability will be reasonably accommodated to perform the essential functions of this position.

WORKING CONDITIONS

Work is performed primarily in an office environment and evening meetings are required.

Approved By _____ Date _____
(City Attorney)

Adopted By _____ Date _____
(City Manager)

Established: April 2016